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**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, JANUARY 3, 2022
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. PRESENTATIONS

- A. Results Parks & Recreation Survey - Kristine Vincent, Director of Parks & Recreation and Anthony McGovern, Parks & Recreation Board Member

IV. MINUTES

- A. Approval of Meeting Minutes – December 20, 2021

V. APPOINTMENTS

- Conservation Commission (David Payton)
- Commission on Aging (Marilyn Sponzo)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee (Eric Lukingbeal)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Town Attorney
- Town Treasurer

VI. OLD BUSINESS

- A. Consideration of Plus-One Budget 2022-23

VII. BUSINESS

- A. Consideration of Call for Three Board Meeting
- B. Consideration of Additional Appropriation from Parks and Recreation Fund to Complete the Small Playground Project at Salmon Brook Park

VIII. TOWN MANAGER REPORT

Strategic Plan Framework

IX. FIRST SELECTMAN REPORT (Mark Fiorentino)

X. SELECTMAN REPORTS

(Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

The next meeting is scheduled for January 18, 2022. We will start the meeting at 6:30 pm and then have the Three Board meeting at 7:00 pm

WELCOME

By Charter, the Granby Board of Selectmen (BOS) serves Granby as the town's Legislative Body. It is composed of five members elected every two years by the registered voters of the Town of Granby.

The BOS meets on the first and third Monday of each month at 7:00 p.m. in the Town Hall Meeting Room. All meeting notices are posted in the Town Clerk's office in the Town Hall. ALL MEETINGS ARE OPEN TO THE PUBLIC. An agenda is prepared prior to the posting of the meeting. If you would like to propose an item for the agenda, please speak with the Town Manager at least one week prior to the meeting.

We encourage your involvement in town government. The Public Session section of the order of business shall be that portion of the regular Board meeting during which electors of the Town of Granby may address the Board for no more than five (5) minutes each regarding any matter not otherwise subject to Public Hearing. Further remarks or questions by the public may be allowed at the discretion of the chair. Each person speaking must give name and address and shall speak only once on the subject being addressed.

The originator of a communication or spokesman for any group whose petition or communication is included on the agenda shall be given the privilege of addressing the Board of Selectmen on the subject of the petition or communication for a period of not more than ten (10) minutes.

Each speaker is allowed one comment on an issue until all others have been heard. Please wait to be recognized by the First Selectman before speaking. Interrupting the Board or discussion of personnel issues is not permitted. Comment on issues not listed on the agenda may be made during the public session.

Citizens of Granby are also encouraged to become active in town government. Please feel free to contact a Board of Selectmen member or Erica P. Robertson, Town Manager, to discuss ways in which you can support the Town of Granby.

TELEPHONE - (860) 844-5300

www.granby-ct.gov BOARD OF SELECTMEN

Mark H. Fiorentino, First Selectman
Sally S. King
Frederick A. Moffa
Mark C. Neumann
Kelly O. Rome

TOWN MANAGER
Erica P. Robertson

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
DECEMBER 20, 2021**

PRESENT: Mark Fiorentino, Fred Moffa, Mark Neumann, Kelly Rome, Erica Robertson, Town Manager; John Bell, Student Liaison

ABSENT: Sally King

The regular meeting of the Board of Selectmen was called to order by First Selectman Mark Fiorentino at 7:00 p.m.

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

No public addressed the Board.

III. PRESENTATIONS

None.

IV. MINUTES

A. Approval of Meeting Minutes

ON A MOTION by Selectman Neumann, seconded by Selectman Rome, the Board voted unanimously (4-0-0) to approve the minutes of December 6, 2021 as presented.

V. APPOINTMENTS

- Conservation Commission (David Payton)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee (Eric Lukingbeal)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- School Building Committee (Jenny Emery)

Town Manager Robertson reported there will be a long list of appointments to be made next month as a result of the many terms that will expire in January. No appointments were made at the meeting.

VI. OLD BUSINESS

None

VII. BUSINESS

A. Consideration of Plus-One budget 2022-2023

E. Robertson presented the Plus-One Budget which outlines budget expectations, obligations and big ticket and mandated items that drive the budget. The proposed budget is much higher than she would like, noting the following:

- The union contracts have been settled and they are in the budget.
- The budget detail shows two years of raises in the departments, last year's raises that were moved from reserves to the line item accounts and this year's raises. The salaries look high as a result of two years of raises, as well as the COLAs.
- Some new costs related to the Police Accountability Act related to body cameras as well as a significant storage fee of \$12,900 for the tapes to keep the data is included.
- Gasoline and diesel fuel prices are up significantly from last year.
- The largest increase is health insurance. The numbers we have been provided from our insurance provider are up 20% which equates to an increase of \$200,000, as well as another \$10,000 for other normal insurance renewals. The hope is to get those numbers down.
- Contractual obligations increased to \$460,000 due to the \$210,610 increase in health insurance. Unless mandated, there will be no new programs.
- Department requests for new positions/staffing levels included two Police Officers, one part-time Maintainer for DPW, one part-time to full-time conversion for the Town Clerk's Office, and 100% increase in Human Resources (currently 10 hours per week) and consulting engineer (currently 10 hour per month). These could not be fulfilled.
- Lost Acres Fire Department requested an increase to \$35,000 and Granby Ambulance requested \$20,000.
- E. Robertson cut \$440,154 from departmental requests and add \$176,154 or 1.45% to Contractual Obligations.
- Tipping fees are up significantly for solid waste. They are expected to rise to \$117/ton, possibly \$120. In addition, software application contracts are increasing to \$6,000.

E. Robertson summed it up by saying at this time, the big drivers in the budget are currently health insurance, gas, utilities, and salaries. She noted additional hours are needed in IT. It is critical to Town operations and additional discussion is needed. It is something to consider for strategic planning. In addition, staffing is at a bare minimum.

If projections are correct and we do only what we are obligated to do, we are close to 4%.

J. Bell inquired if a budget increase from last year would result in citizens paying higher taxes. E. Robertson explained the increase in taxes would hopefully be mitigated by increased revenues and the Grand List.

F. Moffa expressed his concerns with the increase in health insurance costs. E. Robertson explained it is based on claims and it was a bad year. She and K. Cheng will push as hard as they can to get that number lowered. K. Rome indicated she understands the Town has a lot of contractual obligations and the Board of Selectmen and Board of Finance will have to see how it balances with the revenue side. Although the number is higher than they like, it is early in the process.

M. Fiorentino commented there is a lot of work to do and there will be a lot of back and forth with the Board of Finance. M. Fiorentino informed Board members if they had specific budget questions for the Town Manager or the Director of Finance, they should let them know as soon as possible.

E. Robertson reported she will have a budget calendar soon and the Three Board Meeting is scheduled for January 18, 2022.

B. Discussion on a Strategic Plan for the Town of Granby

M. Fiorentino requested the Board make a motion directing he and E. Robertson to develop the framework for a Strategic Plan to be presented at the next meeting.

ON A MOTION BY K. Rome, seconded by F. Moffa, the Board voted unanimously (4-0-0) to request the Town Manager and First Selectman come back to the Board with a framework for the Strategic plan.

C. Consideration of Changing First January Meeting Date/Time

The first regular scheduled meeting in January will remain as is on January 3, 2022.

VIII. TOWN MANAGER REPORT

A. Cossitt Grant

The Friends of Cossitt Library have been awarded a \$28,000 grant to complete Phase 1 of the exterior repairs. Most of the repairs are localized to the clerestory windows, including sealing joints and gaps, replacing damaged wood, and refinishing the north and east sides of the building with historically accurate materials. Because the Cossitt Library is on the National Register of Historic Places, the Friends of Cossitt Library are excited to support the Town and the library by funding this project. If the repairs of this project exceed the \$28,000, the Board of Selectmen and the Board of Finance have approved additional funds up to \$10,000 from the General Fund. This project will begin soon.

B. Griffin Road Bridge Opening

There will be a ribbon cutting ceremony for the opening of the Griffin Road Bridge on Tuesday, December 21, 2021 at 3:00 p.m.

C. Budget Operations

Tax collections continue to go well at 58%. The second collection is in January. Re-evaluation for property taxes are ongoing and auto supplement bills went out this month. Education cost sharing has received one of three installments. January and April should see payments due. The Town Clerk continues to receive a good number of recordings. Statutory collections are at 84% as of November. Building permits are at 95%. Open Farm Day is at 52% of revenue collected. Miscellaneous revenue received, CIRMA and FEMA reimbursements are over \$20,000. General Fund Revenues is at 53%.

Encumbered monies for General Government appear high as it pertains to payroll. Payroll increases were in the reserves account and it has been encumbered to the different department accounts. Building Inspection services are shared with the Town of Hartland which they pay us for. Overall, General Fund Expenses are at 55% for November.

M. Neumann questioned the negative allotment under Recreation Administration. Director of Finance K. Cheng explained it is a result of the Director's salary. Last year's contract had not been settled so the increases were in the contingency fund. It currently shows negative, but an allocation will be made at the end of the year to transfer the money from contingency to each department.

M. Fiorentino questioned the library's grant project and what happens if it goes over the \$28,000 as well as the \$10,000 given by the Town. E. Robertson is hopeful she will not have to ask for more and it will be reviewed carefully before that time. The only issues could be the age of the building and the rising costs over the last few months.

K. Rome inquired on the status of the Griffin Road Bridge as well as the final cost. E. Robertson stated it will come in as planned.

IX. FIRST SELECTMAN REPORT (Mark Fiorentino)

M. Fiorentino thanked everyone for wearing a mask this evening and thanked K. Cheng for running Zoom. He went on to report he attended the dedication for the Habitat for Humanity house in town. The family was welcomed to Granby although he believes they have not moved in as of yet. He wanted to thank Habitat for Humanity and all the volunteers for the work they have done, including First Church and South Church who helped bring the program to town and everyone who attended the program. He also noted his intention to get IBAC (Intra-Board Advisory Committee) back together again in January. The initial purpose is to go through the ARPA funds to try to create some efficiencies there.

X. SELECTMAN REPORTS

(Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)

M. Neumann mentioned he is a member of the Affordable Housing Committee and they are making good progress. They expect to have the plan ready for the Board by June.

J. Bell reported highlights of some school activities. The National Honor Society is having their annual stocking drive for young kids. The boys hockey team is off to a slow start with a 0-2 record. The girls basketball team is 1-1 and the boys basketball team is 2-0.

XI. EXECUTIVE SESSION

None.

XII. ADJOURNMENT

ON A MOTION BY M. Neumann, seconded by K. Rome, the Board voted unanimously to adjourn at 7:47 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Erica P. Robertson". The signature is written in a cursive, flowing style.

Erica P. Robertson
Town Manager

TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager



DATE: January 3, 2021

REGARDING: V. APPOINTMENTS

The following positions are in need of an appointment: The name in parenthesis is the last person to hold the position. When appointments are ready to be made the following motions are recommended:

That _____ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 13, 2025. (David Payton)

That _____ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) for an indefinite term. (Eric Lukingbeal)

That _____ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) as an alternate for an indefinite term. (Fred Jones)

That _____ be appointed to the Commission on Aging for the balance of a two-year beginning immediately and ending January 11, 2023. (Marilyn Sponzo)

That _____ be appointed as Town Attorney for a two year term ending January 8, 2024. (Richard P. Roberts, Halloran & Sage)

That _____ be appointed as Town Treasurer for a two year term ending January 8, 2024. (John E. Adams)

**TOWN OF GRANBY
BOARDS AND COMMISSIONS
TERM EXPIRATIONS**

Name	Board/Commission	Term Expiration Date
Donna Snyder*	Commission on Aging	01/10/22
Jennifer Jalbert	Commission on Aging	01/10/22
Mae L. Collins	Commission on Aging	01/10/22
Walter (Skip) L. Mission	Commission on Aging	01/10/22
Kent R. McCord	Conservation Commission	01/10/22
Melinda L. Gould	Conservation Commission	01/10/22
Martin F. Schwager*	Development Commission	01/10/22
Matthew L. Brady	Development Commission	01/10/22
Monica Logan	Development Commission	01/10/22
Aurelle S. Locke	Inland Wetland and Watercourses Commission	01/10/22
David W. Tolli*	Inland Wetland and Watercourses Commission	01/10/22
Nicholas Dethlefsen	Inland Wetland and Watercourses Commission	01/10/22
Victoria K. Dirienzo	Inland Wetland and Watercourses Commission	01/10/22
Matthew R. Hamer	Library Board	01/10/22
Patricia (Pam) M. Jones	Library Board	01/10/22
Robert P. Donna	Library Board	01/10/22
Jennifer P. Bilodeau	Park & Recreation Board	01/10/22
Kevin F. Hobson	Park & Recreation Board	01/10/22
Sheryl Litchfield	Park & Recreation Board	01/10/22
Stephen Simard	Park & Recreation Board	01/10/22

TOWN OF GRANBY

MEMORANDUM

DATE: January 3, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager



REGARDING: VII. BUSINESS – Item A.

Consideration of Call for Three Board Meeting

Each year, the Board of Selectmen calls for a Three Board Meeting. The budget guideline process calls for a review and discussion of both the Board of Selectmen and of the Board of Education FY 2022-23 “Plus One” budget with the Board of Finance.

A Three Board Meeting on Tuesday, January 18, 2022, 7:00 p.m. in the Senior Center Community Room is proposed.

PROPOSED MOTION:


THE BOARD OF SELECTMEN APPROVES HOLDING THE THREE BOARD MEETING ON TUESDAY, JANUARY 18, 2022 AT 7:00 PM IN THE SENIOR CENTER COMMUNITY ROOM.

TOWN OF GRANBY

MEMORANDUM

DATE: January 3, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager 

REGARDING: VII. BUSINESS – ITEM B

Consideration of Additional Appropriation from Parks and Recreation Fund to Complete the Small Playground Project at Salmon Brook Park

Background

The Parks & Recreation Department is requesting additional funding from the Recreation Fund in the amount of \$1,300 for the purchase of a self-closing gate and installation of two benches inside the new small playground at Salmon Brook Park. Here is the breakdown of the project cost and funding sources:

Salmon Brook Park Small Playground Project:

GameTime Playground set	85,763.71
Benches	4,236.29
Benches installation and self-closing gate	<u>1,300.00</u>
	91,300.00

Funding Sources:

FY22 Budget	85,000.00
Additional appropriation, approved in July 2021	5,000.00
Additional appropriation, requesting	<u>1,300.00</u>
	91,300.00

Next Steps

Since the initial design did not include a self-closing gate, but one is needed, and the increase in material and labor costs, I am requesting another additional appropriation from the Recreation Fund Balance in the amount of \$1,300 to complete the project. There are sufficient funds in the Recreation Fund to cover this appropriation.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$1,300.00 FROM RECREATION FUND BALANCE TO FUND THE ADDITIONAL COST TO THE SALMON BROOK PARK SMALL PLAYGROUND PROJECT AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

EPR/kc/kv

pc: Kimi Cheng, Director of Finance
Kristine Vincent, Director of Recreation & Leisure Services

TOWN OF GRANBY

MEMORANDUM

DATE: January 3, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager 

RE: VIII. TOWN MANAGER REPORT

Tonight's Town Manager report includes information I hope you find of interest. My staff and I are dedicated to working hard each day for the betterment of our community.

I have put together the framework for developing a set of strategic goals for the Town and have attached it for review by the Board.

Town of Granby Strategic Goal Planning

Framework for Developing a Set of Strategic Goals

Why Establish Strategic Goals?

- To identify strategic issues and to formulate strategies to address those issues.
- Enhance organizational achievement.
- Create a clear direction and sense of vision for the organization.
- Enable the development of well-defined desired outcomes.
- Enable budget development that focuses monetary and other resource expenditures (staffing) around strategic goals.

What	Who	Note	Deliverable	Timeline
Stakeholder Meetings - Internal	Elected and Appointed Boards and Commissions Town Manager and Town Departments	Provide sample goals as a model First Selectman and Town Manager meet with all stakeholder groups to outline process and discuss expectations	Request 1-2 goals from stakeholder groups. Staff expected to develop for each department	Complete by March 15, 2022
Goal Development	Internal Stakeholders	6 weeks to complete	Submit goals to Town Manager	May 1, 2022
Public Workshops or Charrettes	BOS with External Stakeholders	Completed at BOS meetings. Additional dates and times as needed	Vet proposed goals with the public	Complete by June 6, 2022
Draft Set of Strategic Goals	BOS	No more than 10 goals recommended What desired outcomes can be grouped into larger/broader goals	Approve draft goals	June 20, 2022
Stakeholder review of draft goals	Internal Stakeholders	Final comments on draft goals	Submit comments to Town Manager	July 1, 2022
Workshop for External Stakeholders	BOS and Public	Final workshop to consider comments from external stakeholders	BOS meeting	July 5, 2022
Adoption of Strategic Goals	BOS		BOS meeting	August 1, 2022
Distribution of Goals		Boards and Commissions Website Drummer		September 2022